



ITB 2020-07 School Buses Pre-Bid Meeting

November 12, 2019



Delaware
Department of Education



Overview

Invitation To Bid for the purchase of up to 61 2020 model school buses.

Important Dates

Response Requirements

Schedule for Performance of Work

Liquidated Damages Clause





Invitation to Bid

- Includes up to 61 (if funding and/or an emergency purchase request is granted to districts) 2020 or newer model school buses.
- Units 54-61 are listed due to the potential for emergency purchase requests by districts.
 - Buses could be under contract after the initial awarding based on the need and availability of funding.
 - The deadline for the delivery of these buses will be adjusted accordingly.



Important Dates

November 12

Pre-Bid Meeting
1:00 p.m.

November 22

Deadline for
Questions

November 25

Response to
Questions
Posted

December 4-
2:00 p.m.

Deadline for
Proposals

December

Estimated
Award
Notification



Response Requirements

- **Vendor Cover Letter**
- **Two (2) paper and (2) electronic copies of bid response paperwork**
- **Copies of all pricing spreadsheet tabs (Appendix B)**
- **One (1) complete, signed and notarized copy of non-collusion agreement (Attachment C)**
- **One (1) complete and signed copy of the Subcontractor Information Form (Attachment D) for each subcontractor – only provide if applicable.**
- **One (1) completed Business Reference form (Attachment E)**



Response Requirements (cont.)

- **One (1) completed ITB Exception form (Attachment F)**
- **One (1) completed Confidential Information form (Attachment G)**
- **One (1) Bid Bond (Attachment I).**
- **One (1) list of all current and authorized repair facilities**
- **One (1) summary list of bus components and options**

Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Schedule for Performance of Work

- **Units to be delivered on or before August 15, 2020**
 - **Buses delivered to specified district.**
- **Awarded vendor must have authorized repair facilities within the State of Delaware and/or a mobile unit able to make repairs within (6) business days.**
- **List of authorized service locations must accompany the bus.**
- **Detailed summary of specific components and options must accompany the bus.**



Liquidated Damages Clause

- Units are expected to be delivered on or before August 15, 2020.
- If delivered between August 16 – October 1, 2020, the liquidated damages are \$125.00 per working day.



Changes

- Liquidated Damages Clause
 - If delivered between August 16 and October 1, 2020 liquidated damages will be in the amount of \$125.00 per working day. If delivered October 1, 2020 or later, the liquidated damages will be in the amount of the minimal fee charged (\$3,750.00 per month as of bid preparation date, one-month minimum, which is \$125.00 per working day for each month), this means monthly charges for each unit for each month.
 - Loaner bus option removed due to state insurance issues.



Questions?

